

Form B--Budget Summary Form REAP Conservation Education Program

This form is in .pdf format. If you have access to Excel software, please close this form and open using Excel (.xls).

**** See directions below ****

PART I

| Category & Description | REAP CEP Request | Cash & in-kind | Total Budget |
|------------------------|------------------|----------------|--------------|
| | | | |
| Personnel | | | |
| | | | |
| Travel | | | |
| | | | |
| Supplies | | | |
| | | | |
| Other | | | |
| | | | |
| Total Direct Costs | | | |
| | | | |
| Indirect Costs | | | |
| | | | |
| Totals | | | |

PART II: Budget breakdown according to sources of cash and in-kind

Proposing organization*

Amount

| | |
|---------------------------------|--|
| Proposing organization: cash | |
| Proposing organization: in-kind | |

*Any costs your organization contributes may be counted as cash or in-kind matches. Examples of "Cash" matches include salary costs for direct program delivery. Examples of "In-kind" matches include salary costs for secretarial support, grant administration, and financial administration.

Cash

Amount

| | |
|--|--|
| | |
| | |
| | |

In-kind

| | |
|--|--|
| | |
| | |
| | |

To be Requested from Other Sources (list source(s) below, attach continuation page if necessary)

Cash

Amount

| | |
|--|--|
| | |
| | |
| | |

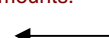
In-kind

| | |
|--|--|
| | |
| | |
| | |

Total Cash & in-kind

| | |
|--|--|
| | |
|--|--|

Your "Total Cash & in-kind" amount in PART II needs to equal your "Cash & in-kind Total" in PART I. If it doesn't, please re-check amounts.



Applicant Name:

Date:

| | |
|--|--|
| | |
|--|--|

City/State/Zip:

Contact Person:

| | |
|--|--|
| | |
|--|--|

Telephone:

Alternative Telephone:

| | |
|--|--|
| | |
|--|--|

Form B--Budget Summary Form Directions

Part I

- Round figures to nearest dollar.
- All expenses must fit into categories provided.
- In the "REAP CEP request" column, list the dollar amounts that are to be supplied with REAP grant money and, in the "Cash and In-kind" columns, list the dollar amounts that are to be supplied by matching source(s).
- Review eligible and ineligible expenses before completing this form. They may be found on page 5 of the REAP CEP Applications and Procedures document.

Part II

Part II contains three sections in which you are to itemize the various sources of funding, aside from REAP CEP:

- 1) Proposing organization cash and in-kind
- 2) Commitments from other sources
- 3) To be requested from other sources

Complete the highlighted boxes, spelling out all sources of funding (no acronyms) as shown in the example. The "Total Cash & In-Kind" number in Part II (automatically calculated by Excel) should be the same as the total of "Cash & in-kind" listed in Part I. The Excel program will inform you if the numbers do not match.

Applicant contact information should be added at the bottom of the page.

Questions? Contact Susan Salterberg, REAP CEP Contract Monitor, at susan.salterberg@uni.edu or call 319-337-4816.